**Artifacts 3A and 6C Expectations and Examples of Evidences**

*Note: Students should print and reference extended explanation of artifacts with associated rubrics in MELS handbook on pages 44 – 48 and 77 – 85.*

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| ***Artifacts*** | ***Expectations*** | ***Examples of Evidences*** |
| Artifact 3A | * Convene a Stakeholder Involvement Plan (SIP) team of both internal and external stakeholders * Conduct a needs assessment that will determine gaps in communication between the internal and external communities * Identify potential opportunities for involvement of these two communities in decisions effecting community and schools * Assessment should include the following:   + Background description of the setting;   + Clear statement of the purpose of the needs assessment;   + List of participants who participated during the needs assessment process and at what stage they were active;   + Analysis of the findings;   + Set of recommendations that identifies avenues of communication that will be established; and   + Set of recommendations that include both short-term and long-term objectives to establish the Stakeholder Involvement Plan (SIP). | * The instrument (Survey or Focus Group Questions) * The narrative of the assessment that includes:   + Background description of the setting;   + Clear statement of the purpose of the needs assessment;   + List of participants who participated during the needs assessment process and at what stage they were active;   + Analysis of the findings;   + Set of recommendations that include both short-term and long-term objectives for the Stakeholder Involvement Plan (SIP) team to explore; and   + Suggested revisions to the instrument for future utilization based on results and feedback. |
| ***Artifacts*** | ***Expectations*** | ***Examples of Evidences*** |
| Artifact 6C | * Prepare a presentation of the Teacher Working Conditions Survey (TWCS) results for your school * In addition to the TWCS, you may include other data used to revise the School Improvement Plan (this is necessary to receive “accomplished” status on the grading rubric) * Create a visual display that identifies data sources and identifies findings from each source * Write a reflection on the usefulness of the display with regard to student achievement and school goal attainment * Create a note-taking guide that participants may use during your presentation | * Copy of your presentation:   + Format could be PowerPoint or video. If you choose video, please upload to a public source and send me the link so that I may view the presentation.   + Remember to include visual displays in your presentation * Narrative reflection on the usefulness of the presentation with regard to student achievement and school goal attainment * Copy of note-taking guide you provide to your audience of educators * Evaluation feedback from your audience to indicate the presentation was effective and engaging |